

Faculty Promotion Workshop for Clinical and Clinician Educator Track Faculty November 12, 2025 The Warren Alpert Medical School Brown University

Michele G. Cyr MD, MACP
Senior Associate Dean for Academic Affairs
Professor of Medicine
Professor of Medical Science



Goals of Workshop

- Provide basic information about faculty tracks, promotion dossier, process and timeline
- Dispel myths
- Share promotion tips
- Answer questions



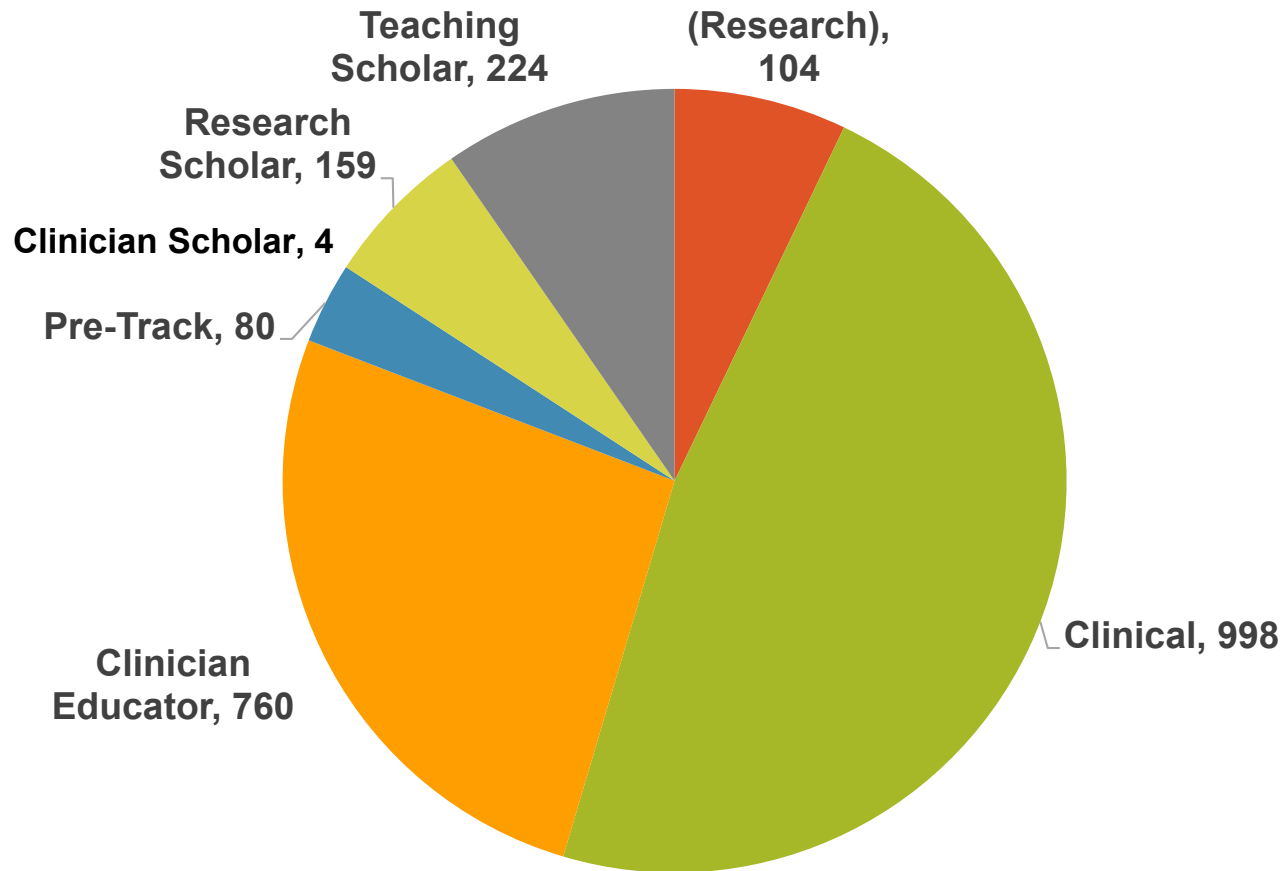
Faculty Tracks/Titles

- **Clinical**: Clinical Professor of Dept. X
- **Clinician Educator**: Professor of Dept. X,
Clinician Educator



Faculty Tracks in Clinical Depts.*

*As of September 1, 2025



Total: 2,329



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Faculty Track Standards and Criteria



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Associate Professor

Tracks	Clinician Scholar	Teaching Scholar	Research Scholar	(Research)	Clinical	Clinician Educator
Independent or Collaborative Research Program	NR	NR	R	R	NR	NR
Grant Funding (government, corporate, or foundation)	NR	NR	R	R	NR	NR
Scholarly Productivity/Publications	R (PR)	R (PR)	R (PR)	R (PR)	PC	R
Reputation	National	National	National	National	Regional	Regional
Education Leadership	NR	R	NR	NR	NR	NR
Teaching, Mentoring, or Advising Excellence	R	R	R	PC	R	R
Clinical Contributions	R	PC	PC	PC	R	R
Service Contributions (to University / profession)	PC	PC	PC	PC	PC	PC
Contributions to the mission of our diverse and inclusive community	R	R	R	R	R	R

R = Required PC = Positively Considered NR = Not Required (PR) = Peer Reviewed
 Clinical Tracks Minimum Teaching Service Time: Clinical /100 hours; Clinician Educator/ 200 hours

Professor

Tracks	Clinician Scholar	Teaching Scholar	Research Scholar	(Research)	Clinical	Clinician Educator
Independent or Collaborative Research Program	NR	NR	R	R	NR	NR
Grant Funding (government, corporate, or foundation)	NR	NR	R	R	NR	NR
Scholarly Productivity/Publications	R (PR)	R (PR)	R (PR)	R (PR)	R	R
Reputation	International	National	International	International	National	National
Education Leadership	NR	R	NR	NR	NR	NR
Teaching, Mentoring, or Advising Excellence	R	R	R	PC	R	R
Clinical Contributions	R	PC	PC	PC	R	R
Service Contributions (to University / profession)	PC	PC	PC	PC	PC	PC
Contributions to the mission of our diverse and inclusive community	R	R	R	R	R	R

R = Required PC = Positively Considered NR = Not Required (PR) = Peer Reviewed
 Clinical Tracks Minimum Teaching Service Time: Clinical/100 hours; Clinician Educator/200 hours

Clinical Track Criteria

Criteria	Associate Professor	Professor
Teaching	High level of skill in teaching, advising, mentoring	
Teaching/Service	≥100 hours of teaching/service per year	
Clinical	High level of skill as a practitioner	
Scholarship	Positively considered	Required
D&I Community	Demonstrated contributions to the research, clinical, teaching, and/or service missions	
Reputation	Regional reputation in area of expertise	National reputation in area of expertise



Clinician Educator Track Criteria

Criteria	Associate Professor	Professor
Teaching	Substantial involvement and excellent teaching, advising and mentoring	
Teaching/Service	>200 hours of teaching/service per year	
Clinical	Important contributions to clinical or research programs	
Scholarship	Scholarly activity	
D&I Community	Demonstrated contributions to the research, clinical, teaching, and/or service missions	
Reputation	Regional reputation in area of expertise	National reputation in area of expertise
Service contributions are positively considered		



Components of the Promotion Dossier



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Promotion Dossier: Who is responsible?

Candidate:

Updated CV

Personal statement

Teaching hours (CE, Clinical)

Evaluations

List of suggested referees

Department:

Chair and Chief letters of support

Department promotions committee report

Sample letter sent to referees

Referee letters (dept. and candidate selected)

Evaluations



Curriculum Vitae Tips

- Use the **Brown format**
- Do everything you can to **make the reviewers' job easier!**
 - Highlight your **name** on pubs
 - Include grant **agency, role and dollar** amount
 - Separate presentations into **local, regional, national, international**
 - Organize professional organizations activities with **listings of role**
- **Get feedback** from colleagues, chief, promotion committee, chair
- **Review a CV** of recently promoted faculty member



CV: Teaching Components

- Record of all teaching, advising, mentoring activities and titles
- List advisees and mentees
- Role in course or rotation
- Dates, numbers of and types of learners
- Awards received
- Evaluations (for classes, lectures and presentations)
- Scholarship resulting from teaching, advising and/or mentoring
- Curriculum developed



Teaching, Mentoring and Advising Evaluations

- Keep a file of evaluations
 - Electronic evaluation systems:
 - OASIS (medical students)
 - New Innovations/E-Value (GME programs)
 - Include any evaluations from invited presentations, advisees and mentees
- Ask program administrators for help
 - Clerkships, residencies, fellowships, CME



CV: Research Components

- Original publications
- Research grants
 - Granting agency
 - Title of award
 - Role in grant (PI, co-PI, sub-awardee)
 - Total award \$
 - Inclusive years of award
- Research trainees



Personal Statement

- Tell the story of your career path - biographical essay
- Keep it brief – 2 pages max
- Explain what might not be clear from your CV
- Help the reader understand who you are, what you do and what gives you joy in your career. **Remember your track!**
- Present your goals/aspirations and how you hope to realize them. **Remember your track!**
- **Remember your track!**



Diversity and Inclusion Criterion

- “Demonstrated contributions to the research, clinical, teaching, and/or service missions of our diverse and inclusive community are required.”
- Evidence of contributions can be summarized in your personal statement or in an optional additional section in your CV

Referee Letters

- Purpose: Objective and unbiased assessment regarding your regional/national/international reputation in the field
- Referees must be at your promotion rank or higher
- Referees may not know you specifically but are provided with your dossier for their review



The Promotion Timeline and Process



Steps in the Promotion Process

- Candidate and Dept. Chair decide if time is right for promotion
- Candidate confirms track
- Candidate is informed of departmental deadlines and prepares promotion documents
- Preliminary departmental review
- Promotion Committee/Dept. Chair informs candidate about going forward for promotion



Steps in the Promotion Process (continued)

- Department solicits referee letters for approved candidates
- Department Promotion Committee reviews completed dossiers and recommends candidate to Chair
- Department submits completed dossier to CMFA
- CMFA reviews dossiers and votes on promotions



Committee on Medical Faculty Appointments and Promotions (CMFA)

- Membership
 - Full professor, medical academic or campus-based tenured/3 year terms
 - 5 from medical academic faculty in clinical depts.
 - 1 from biology departments
 - 1 from Public Health
 - 1 from other university departments
- Reviews all senior-level promotions and appointments in clinical departments
- Meets throughout the academic year
- All members read your dossier and formulate questions for the Department Chair
- Department Chair presents your dossier, answers questions and makes clarifications



The Promotion Approval Process

Dept. Promotions Comm. & Chair → CMFA → Dean → Provost → President → Corporation



Chair may
inform
candidate
of CMFA
vote



BMFA Letter to
candidate
pending corp.
approval



As of July
1,
candidate
may use
official title



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Panel Discussion

Anthony Caldamone, MD, Professor of Surgery, Professor of Pediatrics
Department Promotions Committee Chair

Vilma Cortez, Manager of Academic Affairs
BioMed Faculty Administration

Geralyn Messerlian, PhD, Professor of Pathology and Laboratory Medicine,
Professor of Obstetrics and Gynecology
Department Promotions Committee Chair

Tracy O'Leary Tevyaw, PhD, Clinical Professor of Psychiatry and Human
Behavior, *Department Promotions Committee Chair*



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Breakout Sessions

Clinical Track:

Gary Bubly, MD, Clinical Professor of Emergency Medicine and
Clinical Professor of Medicine

Keith Callahan, MD, MBA, Clinical Professor of Family Medicine

Clinician Educator Track:

Melissa McNeil, MD, Professor of Medicine, Clinician Educator

Stephen Mernoff, MD, Associate Professor of Neurology, Clinician Educator

When prompted, please self-select your track breakout session. If you have any questions about which session you should attend, please stay in the main room and a staff member will assist you.



Stay tuned!
This video recording
will be available on
the BMFA website
soon